

Budget Summary

At a Glance

What Else Is It Called?

- Budget summary
- Budget request

When Is It Used?

- Always

Why Is It Used?

- With the budget summary, you tell the funder specifically what you are requesting for funding, item by item.
- It is an itemization of how you will spend the funds, once you receive the award.

Key Concepts

- Be realistic for your project—do not overstate or understate.
- Cost out your project as it is being developed.
- Be thorough—if you forget costs, they will need to be absorbed by the Division.
- Don't make up figures—get real costs.
- Follow the grant funder's directions—if you have questions, ask.
- Cost out what your organization will spend on the project---both in-kind and cash.
- Cost out what the partners will spend on the project—both in-kind and cash.

Introduction

- As you develop your project goals and objectives, cost out exactly how much funding it takes to accomplish them.
- One does not go to a \$25,000 funder for \$100,000, and one does not go to a \$300,000 funder for \$10,000.

Example: Goal 3

What?	What approach?	When?	How many or how much?	Result/Outcome
Enroll patients in cancer study.	Notify doctors, hospitals, and clinics in a 100-mile radius and supply with packets of information.	Project month two.	To enroll 260 patients.	Sufficient patients fitting profile are enrolled for double-blind research.

Costs associated with this goal include the following:

- Development of packets—in-house, 80 hours @ 20/Hour = \$1,600 (In-Kind)
- Printing of 2,000 packets at \$5/each = \$10,000
- Envelopes for packets = \$200
- Stamps for mailing at \$1.25/packet = \$2,500
- Development of mailing labels—in-house, 30 hours @ \$20/hour = \$600 (In-Kind)
- Packaging, stuffing and application of labels and stamps—in-house, 10 hours at 4 people @ \$20/hour = \$800 paid temp service

In-Kind

- In-Kind items are the contributions your organization can make to the project without going outside to hire the services or purchase the goods.
- In-Kind is not “funny money.” In-Kind contributions are real costs that your organization incurs as a result of running the project.
- The following are items that can be included as In-Kind:
 - Employee time and fringe
 - Use of equipment at the going rate.
 - Use of materials, including software licenses and books.
 - Supplies.
 - Volunteer time at fair market value of donated time.
 - Facilities.
 - Access to special support services such as technical consulting.
- The value of In-Kind contributions is defined as the fair market value of contributed personnel, facilities, equipment, services, materials, and supplies.

Direct Costs

- Direct costs are costs that can be assigned to a specific cost center. In this case, the cost center is the grant project.
 - Example: A staff member will spend half-time working on your grant project, half of that person’s wages (plus fringe) is a cost directly attributable to the total cost of the project.

If the other half of the staff member’s salary is paid from General Program Revenue (GPR) funds, those wages (plus fringe) is an in-kind contribution from your organization to the direct costs of the budget of the project.

Indirect Costs

- Indirect costs are costs that are difficult, or impossible, to assign to a specific cost center.
- Accountants use a formula to arrive at a general indirect cost rate, a percentage.

Items Included in Budgets

- Personnel—wages for project personnel at their annual salary times their percentage involvement in the project, or at their hourly rate times the number of hours dedicated to the project.
- Fringe—includes, FICA, SUTA, FUTA, worker’s compensation insurance, health insurance, retirement benefits, and any other cash costs incurred by an employer because of a person’s employment—usually expressed as a percentage of wages.
- Travel—lodging, mileage, airline tickets, meals, taxi, shuttle, and lease cars.
- Contractual—Any contract services such as leases, rents, consulting costs, contractors, software licenses, and training.
- Internal Services—cost elements include BPER, BFS, CARS, and BIS
- Materials—reference materials, training materials, software, and books.
- Supplies—postage, copy paper, pens, CDs, pencils, and paper clips.
- Equipment—items with a longer life span than materials and supplies, usually three years minimum, such as furniture, computers, copy machines, fax machines, and laboratory equipment.
- Indirect costs—items for which it is difficult or impossible to ascertain exactly how much is expended for a particular activity or project.

Formatting the Budget

- Generally, grant funders provide applicants with a budget form. All that is necessary is to fill in the blanks.

Checklist*—Budget Summary

<input checked="" type="checkbox"/>	Spreadsheet the budget form
<input checked="" type="checkbox"/>	Create computer version of budget form
<input checked="" type="checkbox"/>	Complete the Budget Justification (Narrative) section first
<input checked="" type="checkbox"/>	The phrase “matching funds” means in-kind contributions
<input checked="" type="checkbox"/>	The phrase “cash match” means money in the bank
<input checked="" type="checkbox"/>	Personnel costs—Allowed? Restrictions?
<input checked="" type="checkbox"/>	Fringe Rate—Within allowable range?
<input checked="" type="checkbox"/>	$\text{Fringe} = \text{Personnel Cost} \times \text{Fringe Rate}$
<input checked="" type="checkbox"/>	Equipment—Allowed? Restrictions?
<input checked="" type="checkbox"/>	Materials and Supplies—Allowed? Restrictions?
<input checked="" type="checkbox"/>	Internal Services—Allowed? Restrictions?
<input checked="" type="checkbox"/>	Capital Expenses—Allowed? Restrictions?
<input checked="" type="checkbox"/>	Total Direct Cost = Sum of all direct cost line items, both categorical & functional

<input checked="" type="checkbox"/>	Indirect Cost Rate—Within allowable range?
<input checked="" type="checkbox"/>	Indirect Cost—Allowed? Restrictions?
<input checked="" type="checkbox"/>	Indirect Cost = Total Direct Costs × Indirect Cost Rate
<input checked="" type="checkbox"/>	Total Costs—Within allowable range?

*Remember that a grant funder's directions (instructions/guidelines) take precedence over any and all other considerations. You must absolutely, positively follow the grant funder's directions exactly, precisely, and painstakingly.

If the funder provides forms, use them. Use a clear format for the budget that can be read at a glance.

Last Words

- First and foremost, the figures on the budget summary form are not the budget. They are a summary of the budget.
- The budget summary is always placed in front of the budget justification or narrative, giving the impression that it is created first, which it is not.
- The figures for this section are compiled from the budget justification or narrative.
- Set up a spreadsheet in Excel to create the budget summary form. When changes are made in budget amounts—and changes will most certainly occur—fringe costs and indirect costs will recalculate automatically.
- Grant funders may place restrictions on spending.
 - They may not fund travel or indirect costs, or
 - Place limitation on the amount that can be spent on equipment.

Sunnyvale School District

After School Program

Budget Summary

	Line Item Description	Grant Request	Matching	Funds	Match Total	Project Total
			Applicant	Partners		
1	Personnel	\$620,250	\$94,600	\$109,500	\$204,100	\$824,350
2	Fringe	\$186,075	\$28,380	\$32,850	\$61,230	\$247,305
3	Travel	\$22,000			\$-	\$22,000
4	Equipment		\$375,000		\$375,000	\$375,000
5	Supplies		\$103,200		\$103,200	\$103,200
6	Contractual	\$68,800		\$107,500	\$107,500	\$176,300
7	Construction	\$-	\$-	\$-	\$-	\$-
8	Internal Services	\$16,000			\$-	\$16,000
9	Total Direct Costs	\$913,125	\$601,180	\$249,850	\$851,030	\$1,764,155
10	Indirect Costs	\$125,598	\$84,165	\$37,219	\$121,384	\$246,982
11	Training Stipends		\$58,000		\$58,000	\$58,000
12	Total Costs	\$1,038,723	\$743,345	\$287,069	\$1,030,414	\$2,069,137

Project Year 2

	Line Item Description	Grant Request	Matching	Funds	Match Total	Project Total
			Applicant	Partners		
1	Personnel	\$496,200	\$218,650	\$109,500	\$328,150	\$824,350
2	Fringe	\$148,860	\$65,595	\$32,850	\$98,445	\$247,305
3	Travel	\$22,000			\$-	\$22,000
4	Equipment		\$125,000		\$125,000	\$125,000
5	Supplies		\$103,200		\$103,200	\$103,200
6	Contractual	\$55,040	\$13,760	\$107,500	\$121,260	\$176,300

7	Construction				\$-	\$-
8	Internal Services	\$16,000			\$-	\$16,000
9	Total Direct Costs	\$738,100	\$526,205	\$249,850	\$776,055	\$1,514,155
10	Indirect Costs	\$101,094	\$73,669	\$37,219	\$110,888	\$211,982
11	Training Stipends		\$58,000		\$58,000	\$58,000
12	Total Costs	\$839,194	\$657,874	\$287,069	\$944,943	\$1,784,137

Project Year 3

	Line Item Description	Grant Request	Matching	Funds	Match Total	Total
			Applicant	Partners		
1	Personnel	\$372,150	\$342,700	\$109,500	\$452,200	\$824,350
2	Fringe	\$111,645	\$102,810	\$32,850	\$135,660	\$247,305
3	Travel	\$22,000			\$-	\$22,000
4	Equipment				\$-	\$-
5	Supplies		\$103,200		\$103,200	\$103,200
6	Contractual	\$41,280	\$27,520	\$107,500	\$135,020	\$176,300
7	Construction				\$-	\$-
8	Internal Services	\$16,000			\$-	\$16,000
9	Total Direct Costs	\$563,075	\$576,230	\$249,850	\$826,080	\$1,389,155
10	Indirect Costs	\$76,591	\$80,672	\$37,219	\$117,891	\$194,482
11	Training Stipends		\$58,000		\$58,000	\$58,000
12	Total Costs	\$639,666	\$714,902	\$287,069	\$1,001,971	\$1,641,637